

OL/FMD comes.

17 February 1988

MEMORANDUM FOR: Chief, Facilities Management Division, OL

FROM:

Chief, New Building Project Office, OL

SUBJECT: Letter of Appreciation - GSA Move To The New Headquarters Building

1. On February 13, Building Services Branch (BSB) moved the GSA Field Staff into the NHB. This was a formidable task considering the amount of files and drawings that have accumulated over the past four years. A smooth transition into the NHB was vital to the operation of the GSA Field Staff, and therefore it was important to the New Building Project Office, OL. If other moves into the NHB proceed with the same professional attention to planning, execution, and follow-up afforded to GSA during their move, the Office of Logistics will earn good marks during a very challenging period.

2. [redacted] of BSB did an outstanding job of leading the crew of eleven movers during this operation. The move was accomplished efficiently and quickly and, indeed afforded GSA a smooth transition between offices. Prior to the move, members of BSB reduced the impact of the move by providing coat racks, tables, boxes, and helpful advice. Please extend my appreciation to BSB for this quality support!

cc: D/L

OL/NBPO [redacted] 17Feb88

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1 - OL/NBPO Subject

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